

237 CMR 13.00: ELIGIBILITY CRITERIA FOR INITIAL LICENSURE

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13.01: **Class A (Master Electrician) License**

(1) An applicant applying on or after November 7, 2003 for a Class A (Master Electrician) license shall meet the following eligibility criteria for licensure:

(a) furnish documentary proof satisfactory to the Board of having completed at least one year of experience as the holder of a Massachusetts Class B (Journeyman Electrician) license and having been actively engaged in, or working at the business of, installing repairing, or maintaining wires, conduits, apparatus, devices, fixtures or other appliances used for light, heat, power, fire warning or security system purposes; for the purposes of licensure as a Master Electrician, an applicant whose experience is limited to installing fire warning or security systems shall not be considered a qualified applicant.

(b) furnish documentary proof satisfactory to the Board of having successfully completed a Board-approved 150-hour Master's Course conducted by a college/university, public vocational school, private occupational school licensed by the Department of Education or an organization for its employees or members at no cost as described in 237 CMR 22.02 within ten years of the date of application for a Class A (Master Electrician) license; and

(c) obtain a passing score of at least 70% on the Board's written licensure examination.

(2) **Equivalency.** Applicants who have experience and/or education which does not fall within the specific provisions of 237 CMR 13.01 may submit to the Board a written request that such experience and/or education be considered for approval as the equivalent of the specific experience and education requirements. Said written request must contain detailed supporting information regarding education which is sufficient to allow the Board to conclude that the applicant possesses sufficient other education to meet the specific education requirements of 237 CMR 13.01 (1).

(3) **Credit from Out-of-State Institution.** An applicant who resides outside Massachusetts may obtain credit for the required 150-hour Master's Course from an out-of-state institution. Application for such credit shall be considered by the Board upon receipt of a written request for approval, accompanied by supporting documentation.

(4) **Waiver of Master's Course.** An applicant who holds a Master Electrician's license issued by another jurisdiction may request a waiver of the 150-hour Master's Course. Such request shall be made in writing at the time of application and may be granted by the Board upon review. The Board may request additional information regarding qualifications. Each such request for waiver shall include a statement certified by the Keeper of Records of the state board issuing such Master electrician's license that such license is current and in good standing.

### 13.02: **Class B (Journeyman Electrician) License**

(1) An applicant who entered the trade after July 1, 2001 and applies on or after November 7, 2003 for a Class B (Journeyman Electrician) license shall meet the following eligibility criteria:

(a) furnish documentary proof satisfactory to the Board of having completed, within the ten years preceding application, experience totaling a minimum of 8000 hours over a period of no less than four years as an apprentice working under the direct supervision of a holder of a Massachusetts Class B (Journeyman) license in accordance with M.G.L. c. 141, § 8, installing, repairing, or maintaining wires, conduits, apparatus, devices, fixtures or other appliances used for light, heat, power, fire warning or security system purposes. For the purposes of licensure as a Journeyman Electrician, an applicant whose experience is limited to installing fire warning or security systems shall not be considered a qualified applicant.

(b) furnish documentary proof satisfactory to the Board of having successfully completed the 600 hour Journeyman's Course conducted by a college/university, public vocational school, private occupational school licensed by the Department of Education or an organization for its employees or members at no cost as described in 237 CMR 22.01 within ten years of the date of application for a license; and

(c) obtain a grade of at least 70% on all licensure examinations.

(d) furnish proof of having obtained a high school diploma or the equivalent.

(2) Applicant's Qualifying for 300 Hour Journeyman Course Education Requirement.. All applicants applying on or after November 7, 2003 whose work and education experience can be documented prior to July 1, 2001 as a condition of qualifying him or her to sit for examination for a class B (Journeyman Electrician) license shall meet the following amended eligibility criteria for licensure:

Furnish documentary proof satisfactory to the Board of having completed the 300 hour Journeyman's Course as described in 237 CMR 22.01 within ten years of the date of receipt of application for examination for a class B license.

(3) **Vocational School Experience.** Applicants may receive credit for electrical shop experience toward the 8000 hour apprenticeship experience requirement and for electrical related instruction experience toward the 600 hour journeyman course requirement provided however, that such experience was obtained in a public vocational school program approved by the Department of Education under M.G.L. c 74 or in a private occupational school program licensed by the Department of Education under M.G.L. c 93 or in a college/university program approved by the Board.

(4) Education and Work Experience Equivalency – Journeyman Electrician License

(a) Credit for Education and Work Experience. In no case shall an applicant for licensure as a journeyman electrician receive credit for the education or work experience hours submitted for approval by the Board for hours of work or education as required by 237 CMR 13.02 unless such work was supervised and such education was taught based on the National Electrical Code then in effect or an International Electrical Code then in effect acceptable to the Board.

(b) Out of State or Out of Country Education. An applicant for licensure as a journeyman electrician who has received his or her qualifying education either in another state or in another country shall, at the time of application, petition the Board for review and approval of those education hours. The petition shall be accompanied by the following documentation, translated into the English language if the documentation is not in the English language

1. The applicant shall submit a letter dated and signed by the applicant making such request. The following information shall be included with that letter:

- a. A description of the course(s) taken such as correspondence, internet, classroom instruction.
- b. A description of the course curriculum, including as detailed description of the subject matter covered and the approximate number of hours of education provided for each course and subject matter covered in that course.
- c. A description of the total number of course hours offered for licensure in the state or country where the courses were completed and the total number of course hours you have completed.
- d. A course description issued by the course provider for every course taken and successfully completed.
- e. A certificate of completion for each course taken and successfully completed documenting the number of hours completed, the type of course(s), and the commencement date and the completion date of any such course(s) completed.
- f. A letter of accreditation from the institution providing the course stating they are recognized by a Department of Education or the equivalent.
- h. Documentation describing whether the course(s) or program were based on the National Electrical Code, the International Electrical Code, a County regulation or regulations or codes promulgated by some other regulatory body.
- i. If the course(s) or program was based upon the national or an international electrical code, the cycle year for that code.

(c) Out of State or Out of Country Work Experience. An applicant for licensure as a journeyman electrician who has received his or her qualifying experience either in another state or in another country shall, at the time of application, petition the Board for review and approval of those experience hours. The petition shall be accompanied by the following documentation, translated into the English language if the documentation is not in the English language

1. The applicant shall submit a letter dated and signed by the applicant making such request. The following information shall be included with that letter:

- a. On letterhead from each employer and supervising electrician a letter dated and signed by the electrician responsible for supervision of the applicant containing the following information:
  - i. The name of the applicant.

- ii. The employer name and supervising electrician's name, with the supervising electrician's license number and a description of the class and/or type of license held by that supervising electrician (e.g., master electrician, journeyman electrician).
- iii. The beginning date of employment, a statement describing the employment as full time or part time, the number of hours worked on a weekly basis during the period of employment, and the termination date of employment.
- iv. The type of work experience supervised by the licensed supervising electrician and the total number of hours of work experience during the period of employment.
- v. If the work experience was based upon the national or an international electrical code, the cycle year for that code.

(5) Military Education and Work Experience. Applicants for licensure as a journeyman electrician who qualify as a veteran as defined in M.C.L. c.4 s.7 Clause forty-third and have obtained education and work experience while serving in the armed services shall submit a breakdown of such education and experience on discharge papers form DD214 and DD215.

(a) Aircraft or Shipboard Electricians and Merchant Marines Strikers. Education and experience gained while acting in the capacity of an aircraft or shipboard electrician or as a Merchant Marine Striker may be considered by the Board, and may receive the following maximum credit hours of work and education required by 237 CMR 13.02:

- 1. Work Experience: No more than 2,000-hours of work experience credit.
- 2. Education: No more than 150 hours of education credit.

(b) Construction or Base Maintenance Electricians. Experience gained while supervised in construction work or base maintenance such experience may be considered by the Board, and may receive the following maximum credit hours of work experience required by 237 CMR 13:

- 1. Work Experience: No more than 50% credit of total work experience hours up to a maximum of 2 years or 4000 hours of experience.
- 2. Education Hours: No more than 300 hours of education.

(c) Documentation of Armed Services Experience or Education: Documentation of experience or education obtained while serving in the armed services shall be submitted on military stationary. Such documentation shall include a statement that states that "This certifies that the subject individual has worked as (indicating the title of the position) performing (indicate the specific work performed) in accordance with the provisions of the (National Electrical Code or International Electrical Code) for the period (date of commencement) to (date of completion).

### 13.03: **Class C (Systems Contractor) License**

(1) An applicant applying on or after November 7, 2003 for a Class C (Systems Contractor) license shall meet the following eligibility criteria for licensure:

- (a) furnish documentary proof satisfactory to the Board of having completed within the ten years preceding application, experience totaling a minimum of 2000 hours over a period of no less than one year as a Systems Technician.

(b) furnish documentary proof satisfactory to the Board of having met one of the following requirements:

1. successful completion of a minimum of 75 hours of Board-approved courses conducted by a college/university, vocational school, private occupational school licensed by the Department of Education or an organization for its employees or members at no cost in advanced systems technology and business management obtained within ten years of the date of application for a class C license; or
2. successful completion of equivalent coursework a written description of which shall be submitted to the Board with the written request that it be accepted instead of the courses required in 237 CMR 13.03(2)(a).

(c) obtain a grade of at least 70% on all licensure examinations.

(2) **Equivalency.** Applicants who have experience and/or education which does not fall within the specific provisions of 237 CMR 13.03(1)(a) and (b) may submit to the Board a written request that experience and/or education be considered for approval as the equivalent of the specific experience and education requirements. Said written request must contain detailed supporting information regarding experience and/or education which is sufficient to allow the Board to conclude that the applicant possesses sufficient other experience and/or education to meet the specific experience and education requirements of 237 CMR 13.03(1).

(3) **Out-of-State Applicants.** Individuals applying from outside Massachusetts shall submit proof satisfactory to the Board of having completed a minimum of 75 hours of education focusing on advanced systems technology and business management theory within ten years of the date of application. Such applicants shall also submit on company letterhead and signed by an official representative of the company proof satisfactory to the Board of experience totaling 2000 hours as systems technician.

(4) **Waiver of Advanced Systems Technology and Business Management Courses.** An applicant who holds a Systems Contractors license issued by another jurisdiction may request a waiver of the 75 hours of advanced systems technology and business management courses. Such request shall be made in writing at the time of application and may be granted by the Board upon review. Each such request for waiver shall include a statement certified by the Keeper of Records of the state board issuing such Systems Contractor license that such license is current and in good standing.

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#### 13.04: **Class D (Systems Technician) License**

(1) Each applicant who applies for a Class D (Systems Technician) license after November 5, 2004 shall meet the following eligibility criteria for licensure:

- (a) furnish documentary proof satisfactory to the Board of a minimum of 4000 hours of practical experience obtained over a period of no less than two years under the direct supervision of a licensed Systems Technician. Experience obtained under the direct supervision of a licensed System Technician shall be documented on the official application and signed by the employer under oath or, in special cases as decided by the Board, by the supervising Technician under oath.

(b) furnish documentary proof satisfactory to the Board of having met one of the following requirements:

1. successful completion of a minimum of 300 hours of Board-approved courses conducted by a college/university, public vocational school, private occupational school licensed by the Department of Education or an organization for its employees or members at no cost obtained within ten years of the date of application for a class D license; or
2. successful completion of a minimum of 300 hours of other education related to systems installation obtained within ten years of the date of application for a class D license submitted to the Board for its consideration and approval

(c) obtain a grade of at least 70% on all licensure examinations.

(3) **Vocational School Experience.** Applicants may receive credit for systems installation shop experience toward the 4000 hour apprenticeship experience requirement and for systems installation related instruction experience toward the 300 hour system technician course requirement provided however, that such experience was obtained in a public vocational school program approved by the Department of Education under M.G.L. c 74 or in a private occupational school program licensed by the Department of Education under M.G.L. c 93 or in an accredited institution of higher education program approved by the Board.

(4) **Out-of-State Applicants.** Individuals applying while residing outside Massachusetts shall submit proof satisfactory to the Board of having completed a minimum of 300 hours of education focusing on systems installation within ten years of the date of application. Such applicants shall also submit on company letterhead and signed by an official representative of the company proof satisfactory to the Board of experience totaling 4000 hours of practical experience obtained no less than two years under the direct supervision of a licensed Systems Technician.

(5) **Waiver of Systems Installation Courses.** An applicant who holds a Systems Technician license issued by another jurisdiction may request a waiver of the 300 hours of systems installation courses. Such request shall be made in writing at the time of application and may be granted by the Board upon review. Each such request for waiver shall include a statement certified by the Keeper of Records of the state board issuing such Systems Technician license that such license is current and in good standing.

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### 13.05: Corporate License

Applicants for a Class A (Master's) or Class C (System Contractor) Certificate shall provide to the Board the following:

- (a) a completed application form together with the fee set by the Secretary of Administration and Finance;
- (b) a list of all officers of such corporation certified by the Clerk of the corporation as a true copy of its records

- (c) a copy of its Articles of Organization;
- (d) the name of the individual holding the Class A (Master's) or Class C (System Contractor) license who will serve as the Qualifying Officer and who must be a current employee and officer of the corporation and which individual holder of a Class A (Master's) or Class C (System Contractor) license shall surrender his individual license to the Board in order to be the holder upon which the corporate license is issued; and
- (e) a letter from the Qualifying Officer requesting that the Board grant the corporation a certificate based on the examination previously passed by him or her.

#### **13.06: Partnership License**

Applicants for a Partnership license shall provide to the Board the following:

- (a) a completed application form together with the fee set by the Secretary of Administration and Finance;
- (b) the name of the individual holding the Class A (Master's) or Class C (System Contractor) license who will serve as the Qualifying Partner and must be a current partner in the partnership;
- (c) a letter from the Qualifying Partner requesting that the Board grant the partnership a license based on the examination previously passed by him or her; and
- (d) a fully completed Partnership Agreement Form obtained from the Board and signed by all partners.

#### **13.07: Examination Re-testing**

Any candidate who is unsuccessful in passing an examination for any license cited in this section must wait 10 days from the receipt of test results before they may apply again to take an examination.

#### **REGULATORY AUTHORITY:**

237 CMR 13.00: M.G.L. c. 141, §§ 2 and 3.